eFiling for Cases in which a Party is a Representative Capacity

The Tyler Portal does not yet have party fields for the representative capacity. As a work-around, please attach a PDF document, using the document type of **Representative Capacity**, as the first document in your eFiling. The PDF file must list the first component, second component, and third component of the representative capacity. Example:

First Component: Samuel Jones
Second Component: as member of

Third Component: The Lowell Zoning Board

Second component options: Personal Representative for the Estate of

Administrator of Receiver appointed by

Administrator of the Estate of
Administrator/Administratrix of the Estate of
Receiver of

As member of Registered Agent

Attorney General for the Special Administrator(ix) of the Estate of Special Personal Representative of the Estate of

Beneficiary of the Subrogee of Beneficiary of the Estate of Nominee for

Chairperson of Personal Representative for the Estate of

Co-Administrator/Administratrix of the Estate of Receiver appointed by

Commissioner of Receiver for Directly and as assignee of Receiver of

Director Registered Agent

Executor/Executrix and Trustee of the
Executor/Executrix of the Estate of

Executrix/Executor under the will of Subrogee of

General Partner of
Individually and as Administrator(ix) of the
Individually and as Executor(ix) of the Estate of

Successor Trustee of
Successor by Assignment
Successor in interest to

Individually and as General Partner of
Individually and as Guardian for
Individually and as Guardian for Individually and Individually and Individually and Individually and Individually Individuall

Individually and as PPA for
Individually and as Partner of

Trustee of

Individually and as Successor Trustee of Trustee of and for the Individually and as a member of Trustee on behalf of

Individually and as trustee for As Beneficiary and as Trustee of As Limited Partner of

Individually and doing business as

As Nominee for
As Partner of

Liquidation Agent for As Trustee, on behalf of

Manager of As subrogee of

Managing Member of By and thru Massachusetts Commissioner of

Managing Partner of Revenue

Member ofDoing business asMember or alternate member ofMember ofNominee forOn behalf of

On behalf of the holders of the

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Take the following steps.

2. Click the

1. Log in to the Tyler Host.

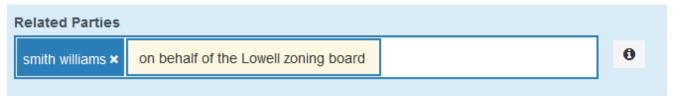


- 3. Fill in the case details.
- 4. Click Parties. Fill in the Party Details.
- 5. Click Filings. You see the Filings section shown below.



Massachusetts Court System

- 6. For the Filing Code, select **Representative Capacity**.
- 7. Complete the other fields as appropriate. Notice the Related Parties section. You can select the parties you previously entered.



8. In the **Lead Document** field at the bottom of the window, click the icon with the up arrow to browse to the PDF document that you created that lists the three components for the representative capacity.



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